

POLICE CHIEF

DEFINITION

Directs, organizes and manages all City law enforcement operations and Animal Control Operations; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to plan, organize and direct the administration and operation of the City Police Department to ensure the protection of life, and the maintenance of law and order for all City residents. The work is performed under direction of the City Manager, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all Police Department personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment, and also in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides administrative management, leadership, and motivation to all Police Department personnel to facilitate the provision of efficient and effective public safety measures, the maintenance of a positive quality of life for all City residents, and to ensure professional standards are maintained by Department personnel at all times.
- Plans, organizes, directs, and evaluates the work of Department personnel in implementing the expressed goals, policies and directives of the City Police Department.
- Develops policies and procedures designed to increase the efficiency and effectiveness of law enforcement operations, and to address the City's public safety needs.
- Selects, trains, motivates, and evaluates Police Department personnel, including making hiring and other personnel decisions, ensuring proper training of department personnel, monitoring performance evaluations, and implementing discipline and termination procedures as necessary.
- Interprets and facilitates the implementation of departmental policies and rules as required.
- Advises subordinates on current problems, instructions, outline of policies, and other matters of importance affecting daily operations.
- Plans, directs and coordinates through subordinate level managers the Department's work plan.
- Provides fiscal administration of the Police Department budget, including monitoring expenditures, approving materials, equipment and supplies, approving specifications for major expenditures, and seeking out funding sources such as grants and donations to help meet the Department's financial needs.
- Evaluates programs within the Department to appraise effectiveness, and to assess general conformance with orders, rules and regulations.
- Develops solutions, and determines the appropriate course of action necessary to address deficiencies, and to meet the Department's changing needs.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Develops, reviews, and discusses proposals and ideas for policies, programs, procedures, and/or operating standards.
- Analyzes and recommends approaches to current and anticipated law enforcement problems.
- Confers with the City Administration and elected officials in the planning and implementation of efficient and effective public safety measures designed to meet community policing expectations and needs.
- Enforces all local, State, and Federal laws within City jurisdiction, and in coordination with surrounding jurisdictions and laws enforcement entities, including State and Federal agencies as necessary.
- Provides effective professional liaison between the Police Department and the general public to ensure the promotion of goodwill, cooperation, and open communication between the Department and the community at large.
- Serves as a spokesperson for the Police Department at a variety of community events, meetings and other public relations activities.
- Evaluates major incidents or situations, and determines the necessary action to ensure an efficient and expedient resolution, including ensuring the determined course of action is carried out by designated command officers in a timely and efficient manner as required.
- Studies crime reports and adjusts personnel assignments to ensure all major incidents and trends are addressed in an appropriate manner.
- Monitors the work of all City law enforcement personnel to ensure all official Police Department business is conducted in a professional manner, and in accordance with established laws and procedures.
- Coordinates activities with other law enforcement and public service agencies, including participating in high profile or complex investigations as necessary.
- Reviews criminal activity data and trends, and modifies enforcement efforts and activities to meet community needs.
- Stays abreast of trends and developments affecting law enforcement management.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices and new developments in assigned work areas.
- Administers the City's animal control and shelter program, including contract administration.
- Administers the nuisance abatement program for the City.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of the principles and practices of law enforcement programs development, administration and management techniques.
- Comprehensive knowledge of the organizational and management practices of municipal law enforcement program development and administration.
- Comprehensive knowledge of the technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management and care and custody of persons and property.
- Comprehensive knowledge of Federal, State, County and City Municipal codes, laws and regulations.
- Comprehensive knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- Comprehensive knowledge of Criminal Law and criminal procedures, including references regarding apprehension, arrest, custody of offenders and rules relating to the seizure and preservation of rules of evidence.
- Comprehensive knowledge of offensive and defensive weapons nomenclature and theory.
- Comprehensive knowledge of appropriate self-defense tactics.
- Comprehensive knowledge of effective and appropriate interviewing and interrogation techniques.
- Comprehensive knowledge of first aid and CPR procedures.
- Comprehensive knowledge of the safe and appropriate use of firearms and other related police equipment.
- Comprehensive knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
- Thorough knowledge of the general principles and practices of supervisory, training, and administrative principles and practices.
- Thorough knowledge of advanced principles and practices of municipal budget preparation and administration, and budget preparation methods.
- Knowledge of the humane treatment of animals and California Animal Shelter Laws as provided in California Civil, Food and Agricultural and Penal Codes.
- Comprehensive knowledge of standard Police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques

Skill In:

- Researching, analyzing and evaluating new service delivery methods, procedures, and techniques.
- Planning, organizing, directing, and coordinating the work of supervisory, professional, and technical personnel.
- Providing effective professional and administrative leadership and direction, supervision, and motivation to all Police Department personnel.
- Effectively interpreting and applying laws, regulations, policies and procedures.

Skill In: Continued

- Meeting required first aid standards as prescribed by the State of California, and to effectively administer appropriate first aid as necessary.
- Demonstrating skill and efficiency in firearms use.
- Effectively applying principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
- Effectively maintaining composure under adverse conditions such as public harassment, critical injuries, and death.
- Establishing and maintaining effective working relationships with supervisory personnel, other City employees, City officials, and the general public from a variety of racial, ethnic and economic backgrounds.
- Analyzing situations quickly and objectively, and to recognize actual and potential dangerous situations, and to determine proper course of action.
- Presenting evidence in court in an effective and professional manner.
- Working flexible hours and shifts as assigned.
- Prioritizing work and work independently using good judgment in decision-making.
- Administering defense tactics and other defensive measures in a diplomatic and appropriate manner.
- Effectively employing a variety of patrol tactics in the enforcement of laws, including spatial distancing, verbal and non-verbal communication, utilizing specialized tools and equipment, firearms, and self-defense techniques.
- Safely and effectively operating a patrol vehicle at high rates of speed requiring good judgement and quick reflexes to ensure for one's personal safety and the safety of other motorists and the general public.
- Effectively observing and accurately recalling names, faces, numbers, incidents and places.
- Meeting physical requirements established by Department.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Understanding and following oral and/or written policies, procedures and instructions.
- Preparing and presenting accurate and reliable reports containing findings and recommendations.
- Operating a personal computer using standard or customized software applications appropriate to assigned tasks.
- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

- Valid Class C California State Driver's license.
- Up to date Perishable Skills training with P.O.S.T.
- P.O.S.T. Supervisory Certificate.
- Ability to obtain a P.O.S.T. Management Certificate within the timeframe determined by the City Manager.
- AA or AS Degree or Equivalent number of units.

Desirable Education and Experience:

Bachelor's Degree in Administration of Justice, Sociology, Public Administration or a related field.
Seven or more years of municipal, supervisory law enforcement experience, including at least 3 years administrative supervisory experience.

Note: A Combination of education and experience equivalent to that listed above may be considered as qualifying.